

# Adversary Case Opening

Last Updated: October 7, 2005

1. Log into CM/ECF
2. Select **Adversary**.
3. Select **Open an AP Case**.
4. Select the **Office Location** and Click **Next**.
5. **Add Associated Cases screen:**
  1. Enter the **Lead Bankruptcy Case Number**.
  2. Change Association type to **Adversary**.
  3. Click **Next**.

## 6. **Search for a Plaintiff Party screen:**

There are two ways to search on this screen

- The first way to search is in the **Last/Business name**. Enter the plaintiff's last name or, for a business, enter the entire name in the field.
- The second way to search is by the plaintiff's SSN or Tax ID.
- Click **Search**.

7. **The Party Search Results:**

- If a match appears, select the name from the list only if it matches **exactly** the way it appears on the pdf copy of the Adversary and then click **Select name from list**.
- If plaintiff's name does not appear, or is not an exact match, click **Create New Party**.

8. **Party Information screen:**

- If you selected **Create new party**, enter the plaintiff's name
- **DO NOT ADD PLAINTIFF'S ADDRESS INFORMATION. NOTICING WILL BE THROUGH THE ATTORNEYS.**
- Change **Role Type** to **Plaintiff**
- Click **Attorney**.

9. **Attorney Search screen:**

- Enter your **Bar ID** number or search by **Last Name**.
- Click **Search**.

10. **Attorney Search Result screen:**

- Click to highlight your name.
- Click **Select name from list**.

11. **Attorney Information screen:**

- Verify the Attorney Information screen.
- Click **Add attorney**.

12. **The Party Information** screen will appear. Verify the information and click **Submit**.
13. **The Search for a Party screen will appear again.**
  - If there is more than one Plaintiff, they may be added at this time.
  - Otherwise, start the search for the Defendant by either entering the Defendant's SSN or Tax ID number or by Last/Business name.
  - Click **Search**.
14. **The Party Search Results:**
  - If a match appears, select the name from the list only if it matches **exactly** the way it appears on the pdf copy of the Adversary and then click **Select name from list**.
  - If defendant's name does not appear, or is not an exact match, click **Create New Party**.
15. **Party Information screen:**
  - If you selected Create new party, enter the defendant's name.
  - **DO NOT CHANGE THE ADDRESS OR ADD AN ATTORNEY FOR THE DEFENDANT.**
  - **Change ProSe text box to YES.**
  - Change **Role Type** to Defendant.
  - Click **Submit**.
16. **The Search for a Party screen:**
  - If there is more than one Defendant, they may be added at this time.
  - Otherwise, if all parties are added to the system, click on the **End Party Selection**.

**17. Adversary Statistical screen:**

- **Party Code:** Unless the US is a plaintiff or defendant in your case, accept the default, US is not a Party in the Case.
- **Nature of suit:** Select the Nature of Suit. If there are multiple suits in this adversary, only one can be selected. **If one of the multiple suits is a 727 Objection to Discharge, it is important to enter 424 (Obj/Revocation Discharge 727) as a first Nature of Suit.**
- **Origin:** Highlight the appropriate selection.
- **Transfer Date:** Leave Blank
- **Rule 23 (class action):** The default in the box is “n” for no. Only change the default to “y” if applies.
- **Jury Demand:** The default in the box is “n” for none. Only change the default to “y” if applies.
- **Demand (\$000):** If there is a dollar demand, enter the (\$000) amount to the nearest thousand (i.e. \$5000 enter 5, leaving of the 000).

Click **Next**.

**18. Browse to select the Adversary pdf file. Click **Next**.**

**19. Receipt screen:**

Click **Next**.

**NOTE:** If there is no charge for this Adversary i.e., Debtor as the Plaintiff, type in **0** in the Receipt # and **0.00** for the fee amount.

**20. If needed, modify the text according to the court’s procedures. Click **Next**.**

21. **Verify** the final docket text before submitting. If correct, Click **Next**.

**CAUTION!!**

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

22. **Notice of Electronic Filing/Receipt** screen displays.

**WARNING:** IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.